



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Safety	Policy Reference Chapter 17
Policy Source Human Resources Department	Legal Review Date August 22, 2011
Personnel Committee Approval September 13, 2011	City Council Approval September 20, 2011

17.1 **PURPOSE.** The purpose of this policy to set forth responsibilities and procedures to be followed by City personnel regarding safety and accident prevention related to persons and property.

17.2 **SAFETY RESPONSIBILITIES**

17.2.1 **Employee:** Each employee is responsible for performing their job with regard for their own safety and the safety of others. All employees are expected to abide by all Federal, State and City safety standards that apply to the performance of their scope of work. These safety standards are intended to be applied in conjunction with specific department standards or rules and will include but not be limited to the following:

- a. Wear required personal protective equipment.
- b. Report immediately all accidents and injuries.
- c. Report any unsafe conditions.

17.2.2 **Management:** Department Heads, Managers and Supervisors are responsible for the safety of work under their direction. This will include, but not be limited to the following:

- a. Providing employees with a safe working environment.
- b. Ensuring compliance and enforcing all Federal, State and City safety standards which apply to their employee's scope of work in a consistent and fair manner.
- c. Ensuring that employees perform their job with regard not only for their own safety, but also the safety of co-workers and the safety of the public.
- d. Investigating accidents, including reports, implementing containment actions and/or implementing or recommending corrective actions to prevent future injuries or accidents.
- e. Ensuring that all employees under their supervision report all injuries.

- 17.2.3 Safety Manager: The Safety Manager is responsible for the direction and coordination of the City's Safety Program. This will include the following:
- a. City Safety Program development and implementation.
 - a. Safety Inspections.
 - b. Accident Investigation follow-up.
 - c. Record Management.
- 17.3 ACCIDENT REPORTING: Whenever any City equipment is involved in a vehicle accident, the following procedure will be followed.
- 17.3.1 Employee: The employee will immediately call 911 if there are life threatening injuries and notify their supervisor and either call the Police Department or confirm with their supervisor the Police Department has been notified. If the other party feels they have a claim against the City, the other party will be directed to the City's Law Department.
- The employee will not:
- a. Make any indication to the other party that the accident will be covered by insurance or the City.
 - b. Admit liability or make any statements about the accident at the scene of the accident, except to the investigating Police Officer.
 - c. Give a statement to a representative of the other party's insurance carrier unless approval of the City's Law Department has been obtained.
 - d. Sign a release of claim.
- 17.3.2 Supervisor: The supervisor will be responsible for investigating or coordinating the investigation of the accident and completing the "Report of Vehicular Incident/Damage" form. This form will be completed for all vehicle accidents involving a municipal employee, injury to a citizen, or damage to property related to municipal operations.
- 17.4 DRIVING RULES AND REGULATIONS: All drivers of municipal vehicles and those using their personal vehicles in pursuit of municipal business will comply with all applicable State and Local laws and department policies and procedures. Emergency vehicles under pressing emergency situations may be exempted, but are required to exercise due caution and care in travel.
- 17.5 Safety Committees. At the discretion of the Safety Manager, Safety Committees will be assembled to address the following
- a. To discuss policies concerning safety and health problems and make recommendations for necessary policy changes for presentation to the Mayor and City Council as appropriate.
 - b. To review loss experience by department, cost-analysis figures (loss runs), and accident reports.
 - c. To evaluate the progress of the City's Safety Program and recommend changes

to the program to ensure that current needs are being met.

- d. To discuss departmental problems, seek solutions and share general information concerning safety for all City employees both on and off the job.

17.6 Weapons. Employees may not carry a weapon at any time in the course of employment unless otherwise allowed by City policy. Weapons include, but are not limited to guns, knives or swords, electric weapons, billy clubs, destructive devices and any chemical whose purpose is to cause harm to another person.

17.6.1 Exceptions.

- a. Employees who hold a license to conceal and carry weapons under sec. 175.60, Wis. Stats., may carry or store a handgun, knife, electric weapon, or billy club, in their own motor vehicles. Employees may not remove any weapon from their own motor vehicle and may not possess a weapon in any city-owned vehicle.
- b. An employee may carry a weapon or ammunition in the course of employment if the employee is a peace officer.
- c. An employee may carry a knife having a blade of less than 3 inches in the course of employment, if approved by the employee's supervisor. Supervisors will only grant such approval if necessary for the employee to perform work-related duties.